

4 October 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director, Security Evaluation Office

SUBJECT: Security Evaluation Office Space at Key Building

*Rae* —

1. I was pleased to learn at this morning's DCI staff meeting that the interim EXCOM decision on space allows us to establish our office on the 11th floor of Key Building. Further, I was encouraged by your comment that we could move rapidly and immediately on the process of renovation of the 11th floor.

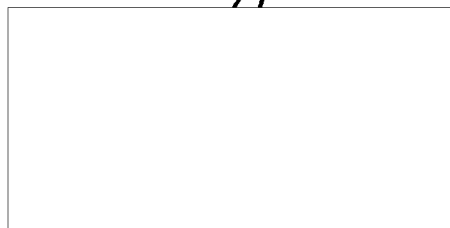
2. My enthusiasm was dampened somewhat about an hour later. At that time, I learned that last week someone installed an automatic teller machine (ATM) on the 11th floor of Key Building. The incomplete information available to me now indicates that this would displace some four to six people, roughly five percent of our office space, and I am a bit perplexed as to what the next step is.

3. There are three possible courses of action available to us at this time:

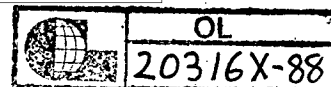
- remove the ATM machine,
- relocate the SEO to a different floor, or
- accommodate to the loss of the space.

Dealing with the worst option, accommodating to the presence of the ATM machine, may or may not be feasible. We will have to review with the External Buildings Division some floor planning options on that issue. If we can accommodate to the loss of space, we are then faced with the issue of isolating the ATM so that users coming to the 11th floor do not in any way compromise the security of our operations behind vaulted areas on that floor. So, there are not only questions of space but what kind of example does the Security Evaluation Office represent for security.

4. Your help in establishing a high priority on a rapid evaluation of our alternatives would be deeply appreciated.



C O N F I D E N T I A L



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